



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: AGRI COMPLIANCE SPEC (AL) [WORKING TITLE COMPLIANCE & ENFORCEMENT COORDINATOR]
POSITION NUMBER:	00052831
LOCATION:	FOOD SAFETY DIVISION, ADMINISTRATION ATLANTA OFFICE
POSTING DATE:	OCTOBER 21, 2015
APPLICATION DEADLINE:	NOVEMBER 4, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	15
JOB CODE:	19129
ENTRY SALARY:	Minimum of \$2,964.11/Month PAY COMMENSURATE WITH KNOWLEDGE AND EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES: THIS POSITION IS LOCATED IN THE ATLANTA OFFICE AND IS PREDOMINATELY GRANT FUNDED WITH THE GRANT COMPLETION DATE BEING AUGUST 31, 2017.

Direct the Food Safety Division's Compliance & Enforcement Section to help facilitate industry compliance with the Georgia Food Act and supporting regulations. Duties include, but are not limited to, the following:

Job Responsibilities & Performance Standards:

1. Develops and implements compliance program policies, procedures, laws and/or regulations.
 - a) Ensures enforcement strategy(ies) are uniformly applied.
 - b) Develops a timeline for progressive compliance actions including but not limited to license revocation, embargoes, warning letters, and injunctions.
 - c) Provides guidance on ceasing operations.
 - d) Writes and issues compliance letters as necessary. Ensures adequate and timely response to compliance letters is received.
 - e) Requests administrative hearings when necessary.
 - f) Reviews and revises the Reportable Conditions Form (RCF) and procedures associated with RCF.
 - g) Develops procedures for communicating reportable conditions to FDA in a consistent and time manner.
 - h) Provides appropriate training to internal staff on compliance policy and procedures.
2. Develops the risk-based process used to determine when a directed investigation, follow-up, or a re-inspection is needed.
 - a) Ensures follow-up inspections are conducted in a timely manner.
 - b) Actively uses electronic Food Safety Compliance Calendar to track follow-up inspections and provide verification of the follow-up inspection due date.
3. Reports compliance findings (identified in RCF procedure) to FDA, USDA, and other regulatory partners.

4. Examines records to determine if appropriate action was taken to ensure future compliance. Determines disposition of product, continuance of operation, etc.
5. Develops the Compliance and Enforcement Program to fully comply with Manufactured Food Regulatory Program Standards (MFRPS) Standard 6 – 6.1 Purpose, 6.2 Requirement Summary, 6.3 Program Elements, 6.4 Outcome, and 6.5 Documentation.
6. Coordinates complaints.
 - a) Reviews and revises consumer complaint procedures.
 - b) Ensures uniform complaint investigations and documentation.
 - c) Provides appropriate training to internal staff for the complaint program.
 - d) Ensures complaints are conducted in a timely manner and recorded appropriately.
 - e) Communicates all confirmed foodborne illnesses to the State Epidemiologist in a timely manner.
 - f) Alerts other regulatory partners, as necessary, in a timely and detailed manner.

Technical Competencies:

1. Communicates as necessary with industry, academia, other regulatory agencies, and internal staff in an appropriate and timely manner. This includes reporting information to FDA.
2. Provides complete and accurate information in a timely manner to the general public, industry personnel, other regulatory partners, and to internal staff.
3. Participates in food safety programs with Federal, State, Local agencies along with association groups, industry and academia in an active manner.
4. Attends conference calls and regular communication with Federal, State, Local, Industry, and Academia partners.
5. Participates in necessary training seminars and workshops.
6. Has the ability to work with and interact with people.
7. Prepares detailed technical reports.
8. Advises and educates Food Safety Division employees, industry, academia, other regulatory agencies, and/or the public about health and food sanitation rules and regulations.
9. Reviews staff reports to ensure consistent interpretation of established laws, rules, and regulations.
10. Serves as a technical expert within program of assignment.

MINIMUM QUALIFICATIONS: Completion of a bachelor's degree in agronomy, animal science, biology, chemistry or a related area AND two years of experience conducting inspections and investigations for compliance; **OR** Certification as a registered sanitarian or environmental health specialist AND two years of experience conducting inspections and investigations for compliance; **OR** One year in a position equivalent to the lower level [PS: AGRI COMPLIANCE SPEC (WL)].

NOTE: A copy of your **official** college transcript must be submitted with your application to determine if you meet the qualifications for this position. Failure to submit a transcript may result in not being eligible for this specific position.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Familiarity with Manufactured Food Regulatory Program Standards;
- Familiarity with the Georgia Food Act, Georgia Department of Agriculture's Additional Regulations Applicable to Processing Plants, Title 21 Code of Federal Regulations, and other applicable laws and regulations;
- Understanding of the Food Safety Modernization Act;
- Experience using the Digital Health Department (DHD); and/or
- Working knowledge of Microsoft Office.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY ANY TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application to the Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application to (404) 463-8196;
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**